

NAVY MWR INTERN PROGRAM TRAVEL AGREEMENT

Name: _____
(Last Name) (First Name) (Middle Initial)

Dates of internship: _____ Base: _____

1. Navy Personnel Command, Morale, Welfare, and Recreation (MWR) Training Branch (PERS-654) policy allows travel expenses for the intern and certain other allowances incident to travel.
2. We have authorized your travel in keeping with our recent MWR internship offer.

INTERN STATEMENT

3. In order to establish eligibility for the above allowances I understand and agree that:
 - a. I will remain with NPC MWR Training Branch (PERS-654) for the full term of my internship beginning with the first actual date of my internship unless separated for reasons beyond my control, which are acceptable to the management of NPC MWR Training Branch (PERS-654).
 - b. If I fail to fulfill the terms of this agreement, or if I am removed for cause before the full term of my internship, I will, upon demand, repay to the NPC MWR Training Branch (PERS-654) a sum of money equal to the authorized travel and related entitlements or a portion thereof.
 - c. I agree not to change my travel itinerary, for personal or official reasons, unless I have permission from my host MWR Department and the NPC MWR Training Branch (PERS-654) Program Manager. I also understand that all extensions of my internship have to be approved in writing by my University. It will be my responsibility to contact my university to arrange extensions in writing.
 - d. I agree that NPC MWR Training Branch (PERS-654) and/or my host MWR Department will make any changes in airline itineraries.
4. I understand that the period of service as specified in this agreement is for the purpose of establishing my eligibility for the travel allowances and other related allowances, which may be authorized.

Signature of MWR Intern

Date

Travel Information

Preferred airport for orientation: _____

Preferred airport for overseas travel: _____